

Individual Station Report

Green's Farms

U R B I T R A N **R** E P O R T

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Prepared to

Connecticut Department of Transportation

Submitted by

Urbitran Associates, Inc.

July 2003

Stakeholder Interview

U R B I T R A N **R** E P O R T



Prepared to

Connecticut Department of Transportation

Submitted by

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Westport

According to those at the meeting, which included the First and Second Selectmen and a representative from the Police Department, who run the station, Harry Harris wants CDOT to take control of the stations and parking. This was the first issue brought up by the town representatives – that the State wants to run the stations to provide better quality control, and that the State feels that this is the only solution to improve the supply of parking along the entire line. Furthermore, the feeling was that CDOT would be exempt from local zoning and would therefore be in a position to deck parking lots without local permission.

Westport feels that they do a good job with the two town stations, and that they have an excellent relationship with Carl Rosa regarding maintenance and operations and with Harry Harris regarding policy. They feel strongly that if other towns ran their stations and parking like they do CDOT would have far fewer issues to contend with. Westport understands the desire for uniformity among the stations and supports that policy, albeit with concern regarding home rule issues. Westport, ultimately, is satisfied with the status quo, and feels the working relationship is excellent, the division of responsibilities clear, and their ability to have input into the ADA design process excellent. They feel that the rail group at CDOT does not get enough money to carry out their mission. There were some concerns about the maintenance of the rail bridges and the retaining wall, and they wanted to ensure that their conditions were properly studied.

They just signed a new lease with CDOT in the past year, and clarified the financial record keeping so that there is a better mechanism for separating funds.

Westport had a simple message — we are happy to share control but are adamantly against relinquishing control. Local care and responsibility should come first for rail station users. At the same time, they raised a concern about the fees charged for parking at other stations, questioning why the charges are so high when it doesn't take a lot of money to properly operate and maintain a station/parking area. They feel that some towns are “milking the cow”, and that they are not necessarily serving regional transportation objectives but rather their own town financial interests. Westport does not believe in uniform fees unless they are low; furthermore, they feel that in most cases fees are not the barrier to rail use. The free lot a Bridgeport helped relieve the pressure on demand in surrounding towns and even they felt the impact. The town is fine with non-residents using the lots. The town position on parking is to have no more blacktop, and instead to encourage the use of the shuttles and park and ride lot.

Customer Opinion Survey

U R B I T R A N **R** E P O R T



Prepared to
Connecticut Department of Transportation
Submitted by
Urbitran Associates, Inc.

Green's Farms

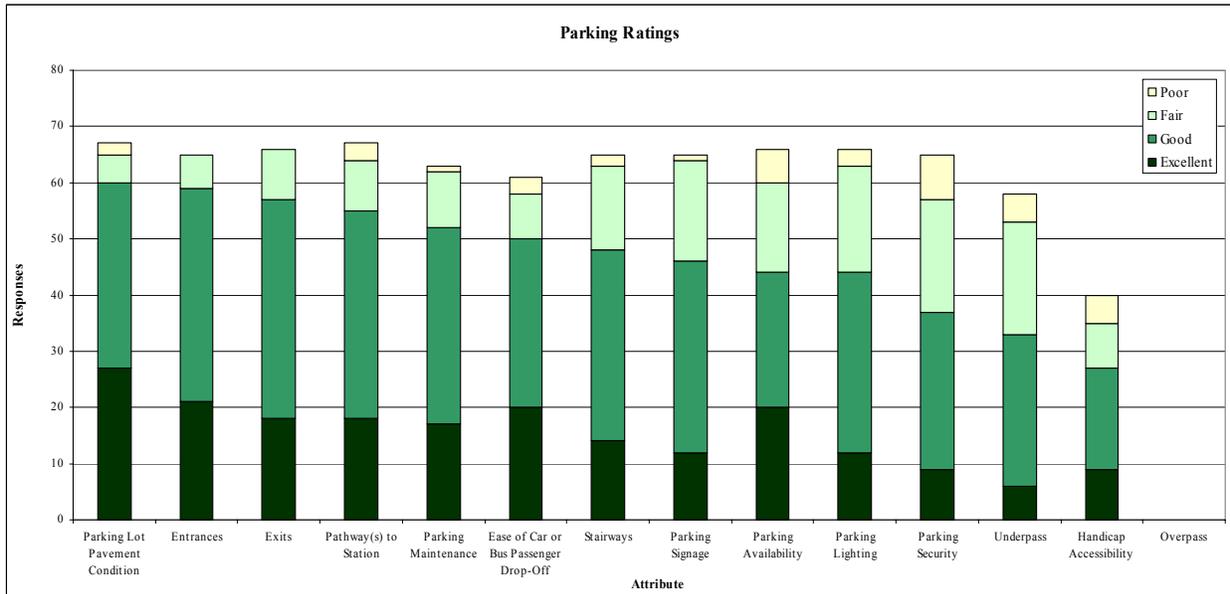
Survey distribution at Green's Farms totaled 288 with 67 returned for a 23% response rate. Ninety-six percent traveled daily, 96% commuted to work or school (4% for other business purposes), and all respondents traveled during the peak periods. The demographics of the Green's Farms station respondents were similar to those at Southport. Eighty-three percent were male, 97% between the ages of 25 and 64, and 86% reported annual incomes exceeding \$100,000.

Of those surveyed, 64% respondents held a parking permit at the time of the survey, and among those without a permit, 68% were on a waiting list. Several of those respondents were on waiting lists for the Westport and Fairfield stations.

Ratings for station elements at Green's Farms were notably more favorable, with a greater proportion of respondents rating elements as 'good' or 'excellent.' Particular aspects of the station and facilities did receive a majority of 'fair' or 'poor' ratings, although these were less pronounced than at some other stations.

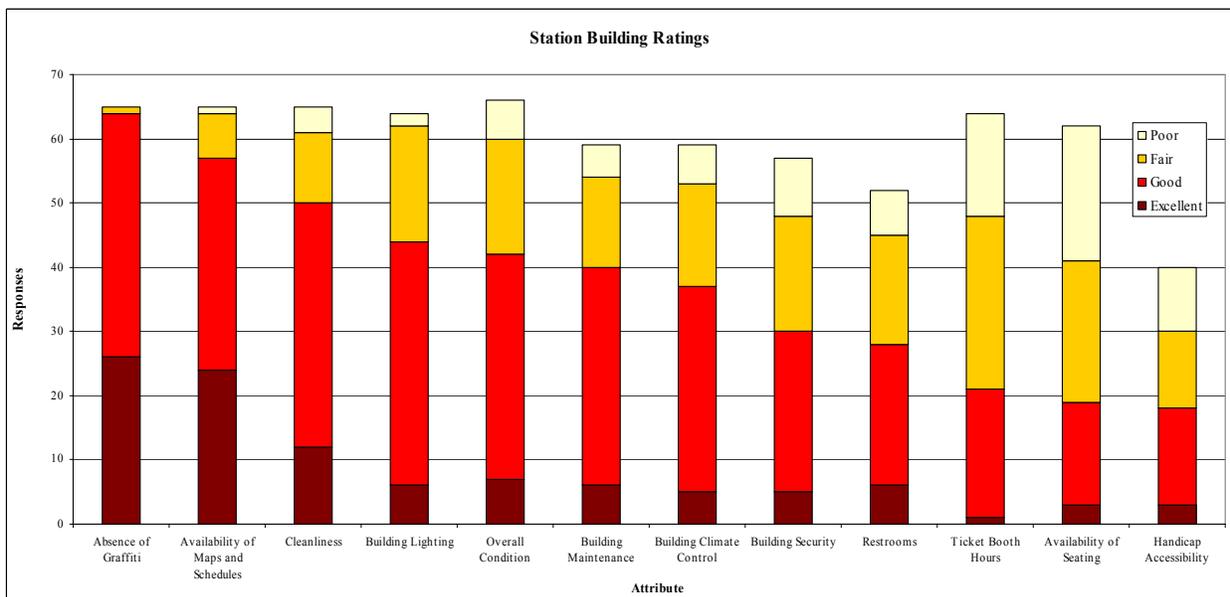
Concerning parking facilities, the best rated elements were entrances, exits, and pavement condition. Areas that might require improvement were the underpass and security. None of these elements received a majority of 'fair' or 'poor' ratings. Figure 106 details how Green's Farms respondents rated the parking conditions. Entrances had the highest percentage of positive marks (91%), but pavement condition had the highest number of actual positive ratings (60). Similarly, at the other end of the scale, parking lot security and underpasses received the lowest percentage of positive ratings (57%), but handicap accessibility received the smallest actual number (19) of positive ratings. Green's Farms does not have an overpass.

Figure 106: Green’s Farms Station Parking Ratings



While still mostly positive, ratings for the station building were more critical than for the parking facilities. Sixty-four percent of respondents were pleased with the overall condition of the station building. Figure 107 shows how Green’s Farms respondents rated building conditions. The primary areas of concern among respondents were handicap accessibility, ticket booth hours, and availability of seating. These three elements received a majority of negative (‘fair’ or ‘poor’) ratings. Ticket booth hours were the lowest rated elements with 67% negative ratings. Green’s Farms customers rated the absence of graffiti and the availability of maps and schedules more favorably. In fact, 98% of respondents rated absence of graffiti positively.

Figure 107: Green’s Farms Station Building Ratings



Among station amenities, the news/magazine stand, bus drop-off/pick-up, and availability of trash cans were rated highly (between 73% and 77%), while less satisfaction was noted for the phones and taxi stand, which each received combined ‘fair’ and ‘poor’ ratings exceeding 50%. Taxi-stands were rated negatively by 88% of respondents. Fifty-seven percent of respondents were not satisfied with the condition of the phones. Figure 108 displays the ratings of amenities at Green’s Farms.

Figure 108: Green’s Farms Station Amenities Ratings

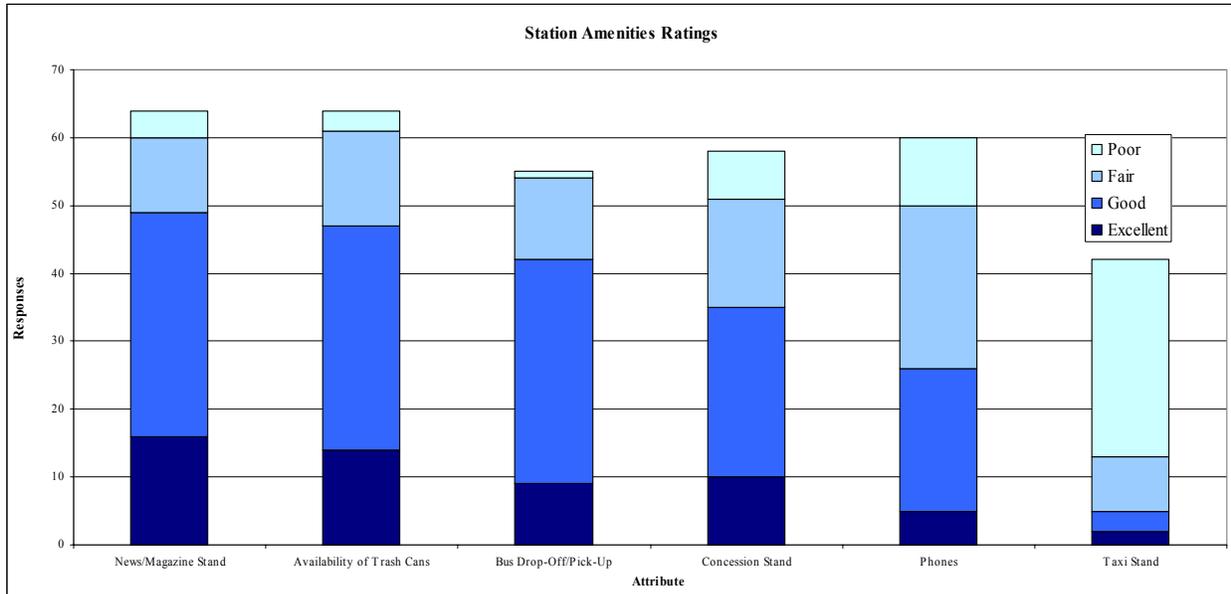
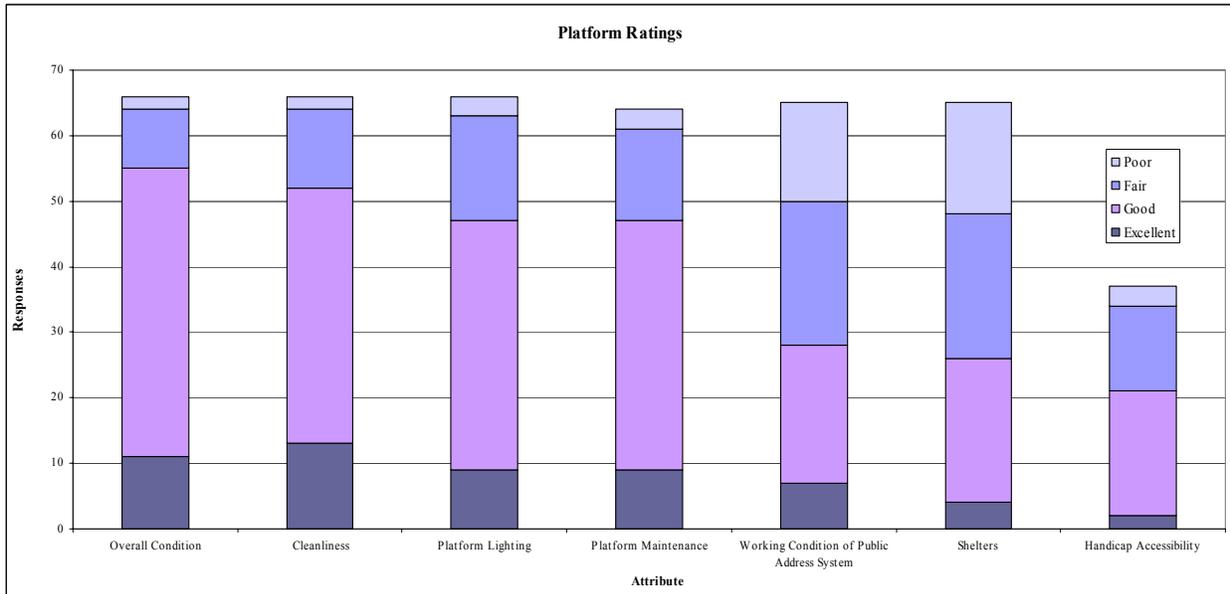


Figure 109 outlines how Green’s Farms respondents felt about the platform situation. Eighty-three percent of respondents were pleased with the overall condition of the platform. Platform cleanliness also received good marks (79% positive) from most respondents, while the shelters and public address system each received a majority of ‘fair’ or ‘poor’ ratings. Sixty percent of respondents were dissatisfied with the platform situation in Green’s Farms. Also, 57% of respondents rated the working condition of the public address system negatively.

Figure 109: Green’s Farms Station Platform Ratings



The survey results for Green’s Farms varied by category when compared to the most recent Metro-North survey effort. Rating of overall condition was similar for both surveys in terms of the station building (73% from Metro-North and 64% from this survey), but the positive rating of platform overall condition was a lot higher in this effort (83%) as compared to the Metro-North survey (63%). The ratings were also similar for building (Metro-North 73%, this survey 77%) and platform (Metro-North 62%, this survey 79%) cleanliness. Satisfaction with parking availability was higher in the Metro-North survey effort, with 72% of respondents indicating satisfaction as compared to 67% of respondents in this effort. Ratings of the public address system were low in both surveys: 51% of Metro-North respondents and 43% of respondents to this survey were satisfied.

Change

The ratings of change in Green’s Farms were lower than the ratings of the current situation for three of the four categories of elements (the amenities category was the exception). Overall, the change ratings were mediocre. Some elements performed very well, some performed okay, and others performed quite poorly.

Figure 110 describes how Green’s Farms respondents felt about the changed parking conditions over the past 2 years. Three elements received a majority of ‘worsened’ ratings: underpass, parking availability and parking security. The least improved element was the underpass with 67% of respondents thinking that the condition had worsened. These elements were noted as problem areas at numerous other stations as well. Parking lot pavement condition was thought to have improved greatly with 91% satisfaction with the change. The pathways to the station were also thought to have improved by 88% of respondents.

Figure 110: Green’s Farms Station Change in Parking Conditions

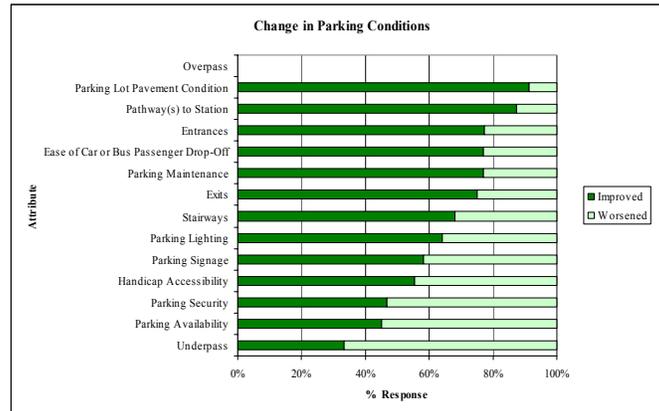
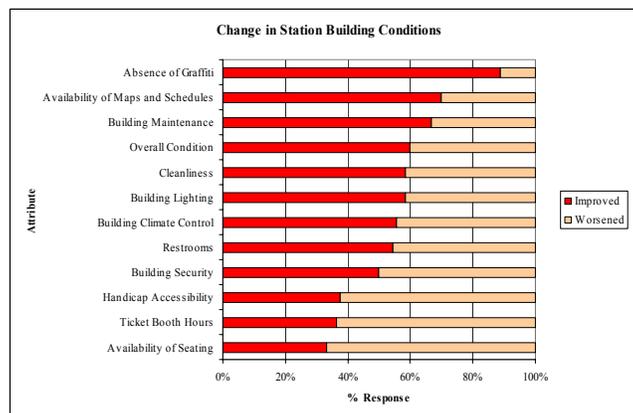


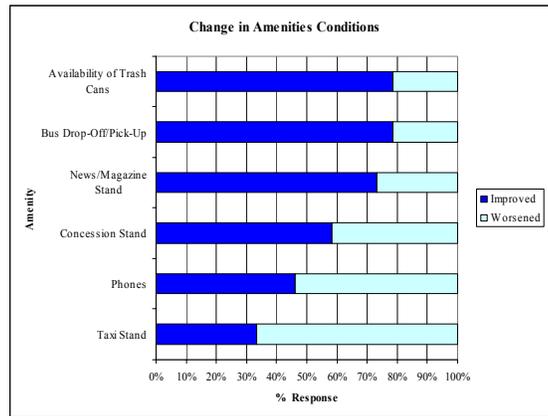
Figure 111 describes how Green’s Farms respondents felt about the changes in the building conditions during the previous 2 years. Sixty percent of the respondents said they had noticed improvement in the overall condition of the station building. Respondents were less satisfied with the changes to the building than they were with the changes to the parking. As with most other stations, the absence of graffiti was the most improved element with 89% improvement ratings. Three elements had a majority of respondents who felt that they had worsened during the previous 2 years: availability of seating, ticket office hours, and handicap accessibility.

Figure 111: Green’s Farms Station Change in Building Conditions



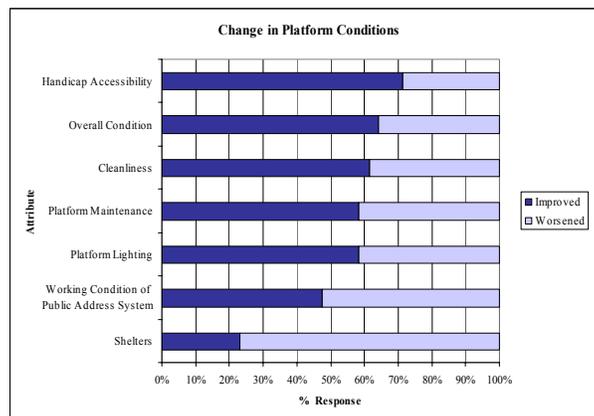
Green’s Farms respondents were generally pleased with the improvement of the amenities over the past couple of years. Figure 112 details the opinions of the respondents. Two amenities received ‘worsened’ ratings by a majority of respondents. Sixty-seven percent of Green’s Farms respondents felt that the taxi stand had worsened during the previous 2 years. On the other hand, as with most other stations, 79% of respondents thought that the availability of trash cans had improved, making it the most improved amenity.

Figure 112: Green’s Farms Station Change in Amenities Conditions



Green’s Farms respondents were not really very happy at all with the improvement of platform conditions. Figure 113 displays the change ratings for platform elements in Green’s Farms. Despite the poor overall change rating, only two elements had a majority of respondents who thought they had worsened in the past 2 years. Seventy-seven percent of respondents said that the shelters had worsened, making shelters the least improved element. The most improved element was handicap accessibility, but it still only had 71% improvement ratings. Sixty-four percent of respondents felt that the overall condition of the platform had improved during the previous couple of years.

Figure 113: Green’s Farms Station Change in Platform Conditions



Overall, Green’s Farms respondents were not particularly impressed with the improvement in the station elements during the past 2 years. The elements most in need of attention (33% or fewer improvement ratings) were: underpasses from the parking lot, availability of seating in the station, the taxi stand, and platform shelters.

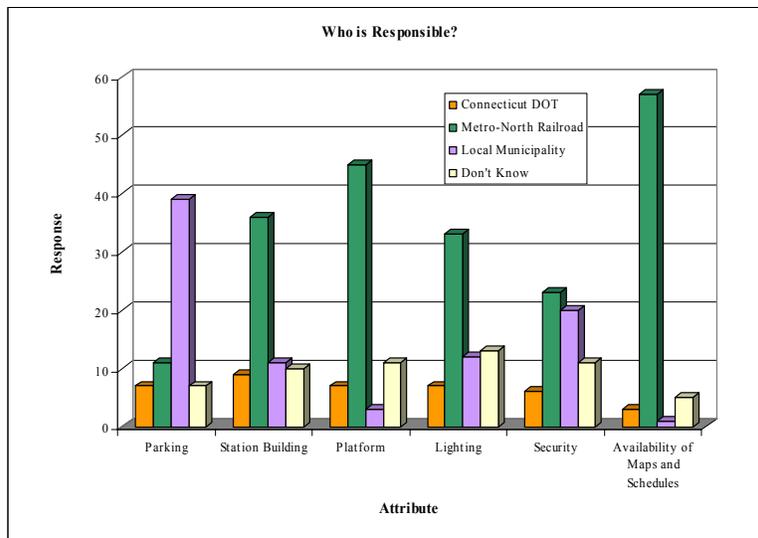
Responsible Agencies

Green’s Farms survey respondents generally thought that Metro-North was responsible for all of the station conditions in question except for parking. Figure 114 graphs how respondents viewed

the responsibility of agencies with regard to the Green’s Farms Station. The following statements sum up who respondents thought was responsible for what:

- The majority (61%) of respondents thought that the local municipality was responsible for parking. Another 18% said that Metro-North was responsible.
- A slight majority (55%) of respondents felt that Metro-North had responsibility for the station building. The rest of the respondents were split pretty evenly between thinking that the local municipality was in charge, that Connecticut DOT was responsible, and not knowing.
- Sixty-eight percent of respondents were sure that Metro-North was responsible for the platform. The next highest percentage (17%) was that of the respondents who did not know who was responsible for the platform.
- Again a slight majority (51%) said that Metro-North was responsible for lighting. Another 20% did not know, 18% said it was the local municipality, and 11% said it was Connecticut DOT.
- Green’s Farms respondents were generally split between Metro-North (38%) and the local municipality (33%) with regard to who they thought was in charge of security.
- As with most stations, the vast majority (86%) of respondents thought that Metro-North was responsible for the availability of maps and schedules.

Figure 114: Green’s Farms Station – Responsible Agencies



Written-In Customer Comments

Table 11 lists all of the comments written in by customers at the Green’s farms Station. Respondents wrote that they were generally pleased with the station as evidenced by the 25% overall good comments received. As with several other stations on the New Haven Line, many (13%) respondents wrote in that more parking areas were necessary. Eight percent of respondents felt the need to write in that that the public address system was not adequate. This

comment was backed up by the 57% of respondents who rated the working condition of the public address system negatively in question 8.

Table 11: Green’s Farms Station – Written-In Customer Comments

Comment Code	Comment	# Responses	%
49	Overall good comments	10	25.0%
18	Need more parking areas	5	12.5%
61	Better public address system needed	3	7.5%
32	Many parking permit spaces empty	2	5.0%
34	Option to purchase tickets monthly via credit card	2	5.0%
43	Need express service	2	5.0%
65	More trains (cars) needed	2	5.0%
1	Another over/underpass needed	1	2.5%
2	Do away with parking permits - use vouchers	1	2.5%
7	Long wait on parking list	1	2.5%
13	Need ticket machines	1	2.5%
14	Drop-off and pick-up areas need to be changed	1	2.5%
17	Longer station platforms	1	2.5%
24	Cleaner platforms	1	2.5%
26	Limited disabled access	1	2.5%
44	Parking too expensive	1	2.5%
51	No smoking area on platform	1	2.5%
55	Extend station hours	1	2.5%
68	Cleaner restrooms on trains and in stations	1	2.5%
73	Better ticket window hours	1	2.5%
89	Monthly parking passes	1	2.5%
	<i>Total Comments</i>	<i>40</i>	<i>100.0%</i>

Parking Inventory and Utilization

U R B I T R A N **R** E P O R T



URBITRAN

Prepared to

Connecticut Department of Transportation

Submitted by

Urbitran Associates, Inc.

Green's Farms

Green's Farms Station has 466 parking spaces available for rail commuters. Four hundred and nine of them are for permit holders only, 55 are for daily parking, and 2 spaces are designated as handicap. Lots 2 and 3, having 127 and 59 spaces respectively, are at capacity. Lot 1, a new lot, provides 280 additional spaces of which 225 are permit and 55 are daily. The daily spaces are fully utilized but permit parking showed only 64% utilization. The parking capacity and utilization are presented in detail in Table 10.

Parking Area Ownership

All of the lots at the Green's Farm Station are owned by the State of Connecticut. Figure 10 displays the location and ownership of the parking lots.

Fee Structure

Cost to park at the Green's Farms Station includes an annual fee of \$175 and a daily fee of \$4.00. Permits are good at both the Green's Farms and the Westport Stations. There are 1,700 people on the combined Green's Farms/Westport waiting list. Estimated wait time for a space is 3 to 5 years. This waitlist exists despite the fact that the Green's Farms/Westport permits are oversold at a rate of more than 100%.

Table 10: Green's Farms Rail Station Parking Capacity and Utilization

Location	Capacity	Vehicle Count	Utilization	Ownership
Lot 1 (New)				
Permit	225	144	64.0%	state
Daily	55	55	100.0%	
Handicap	0	0	N/A	
Total Lot 1	280	199	71.1%	
Lot 2 (North Side)				
Permit	126	126	100.0%	state
Daily	0	0	N/A	
Handicap	1	1	100.0%	
Total Lot 2	127	127	100.0%	
Lot 3 (South Side)*				
Permit	58	59	101.7%	state
Daily	0	0	N/A	
Handicap	1	1	100.0%	
Total Lot 3	59	60	101.7%	
Permit	409	329	80.4%	state
Daily	55	55	100.0%	466
Handicap	2	2	100.0%	
TOTAL PARKING	466	386	82.8%	

*Spaces in use exceed capacity for permit parking due to 1 car parked illegally.

Figure 10: Green's Farms Rail Station Parking Map



Station Condition Inspection

U R B I T R A N **R** E P O R T



Prepared to

Connecticut Department of Transportation

Submitted by

Urbitran Associates, Inc.

CONNECTICUT
DEPARTMENT
OF
TRANSPORTATION



CONDITION INSPECTION
FOR THE
GREEN'S FARMS STATION

GENERAL RECOMMENDATION 2

**CONN. DEPT OF TRANSPORTATION
STATION INSPECTION**

INSPECTION RATING SCALE

The following rating scale is used for inspections:

- 1- Totally deteriorated, or in failed condition.
- 2- Serious deterioration, or not functioning as originally designed.
- 3- Minor deterioration, but functioning as originally designed.
- 4- New condition. No deterioration.
- 5- Not applicable.
- 6- Condition and/or existence unknown.

STATION: Green's Farms
LINE: New Haven Line
INSPECTION DATE: 9/13/02
INSPECTION AGENCY / FIRM: UA
INSPECTORS: RGW
WEATHER: Sunny, 70's

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 4 OF 48

PARKING ELEMENTS

QUADRANT # I

TYPE OF SURFACE: x asphalt PAVED; _____ GRAVEL; _____ DIRT;
_____ OTHER (DESCRIBE)

CONDITION OF PAVED SURFACE: 3

CONDITION OF STRIPING: 3

CONDITION OF BASIN / DRAINS / ETC: 3
(FOR LOCATION SEE SHEET: see sketch)

SIGNAGE: 3

FENCE AND GUARDRAIL: 3

LANDSCAPE: 3

SIDEWALK: 3

CURB: 3

QUADRANT # II

TYPE OF SURFACE: x asphalt PAVED; _____ GRAVEL; _____ DIRT;
_____ OTHER (DESCRIBE)

CONDITION OF PAVED SURFACE: 2

CONDITION OF STRIPING: 3

CONDITION OF BASIN / DRAINS / ETC: 5
(FOR LOCATION SEE SHEET: _____)

SIGNAGE: 3

FENCE AND GUARDRAIL: 5

LANDSCAPE: 3

SIDEWALK: 4

CURB : 3

STATION: Green's Farms
LINE: New Haven Line
INSPECTION DATE: 9/13/02
INSPECTION AGENCY / FIRM: UA
INSPECTORS: RGW
WEATHER: Sunny, 70's

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 5 OF 48

PARKING ELEMENTS

QUADRANT # III

TYPE OF SURFACE: x asphalt PAVED; _____ GRAVEL; _____ DIRT;
_____ OTHER (DESCRIBE)

CONDITION OF PAVED SURFACE: 2

CONDITION OF STRIPING: 3

CONDITION OF BASIN / DRAINS / ETC: 5
(FOR LOCATION SEE SHEET: _____)

SIGNAGE: 3

FENCE AND GUARDRAIL: 3

LANDSCAPE: 3

SIDEWALK: 5

CURB: 3

QUADRANT # IV

TYPE OF SURFACE: x asphalt PAVED; _____ GRAVEL; _____ DIRT;
_____ OTHER (DESCRIBE)

CONDITION OF PAVED SURFACE: 2

CONDITION OF STRIPING: 3

CONDITION OF BASIN / DRAINS / ETC: 5
(FOR LOCATION SEE SHEET: _____)

SIGNAGE: 3

FENCE AND GUARDRAIL: 3

LANDSCAPE: 3

SIDEWALK: 2

CURB : 3

STATION: Green's Farms
 LINE: New Haven
 INSPECTION DATE : January 4, 2002
 INSPECTION AGENCY / FIRM: Parsons Brinckerhoff
 INSPECTORS: Jim Connell & Dave Lang
 TIME OF INSPECTION: A.M.
 WEATHER: Clear and Cool

CONN. DEPT OF TRANSPORTATION
 STATION INSPECTION REPORT
 SHEET 7 OF 48

EASTBOUND AND WESTBOUND PLATFORMS --- SERVICE

Voltage Rating (V)	120/240	Type of 3 phase connection		Delta	n/a	Wye	n/a
		Method of Entrance		Overhead	X	Underground	n/a
Rating of Main Breaker (A)	unknown	Origin of Service		Pole	X	Transformer	n/a
		Code Compliant		Yes	X	No	n/a
Quantity of Phases	1	Pole Number & Street	no number parking lot	Wire Sizes	unknown		

Remarks: The eastbound platform has an independent service to an electrical enclosure.
The westbound platform is serviced from the station building.
We were unable to gain access to the electrical enclosure to verify the exact
size and condition of the main circuit breaker and panelboard.

EASTBOUND AND WESTBOUND PLATFORMS --- ELECTRICAL SYSTEMS

Electrical Device	Manufacturer	Model Number	Rating	Location	Estimated Age/Life(y/y)	Visual Condition
Main Distribution Panel	unknown	unknown	unknown	platform	unknown	unknown
Main Disconnect Switch	n/a	n/a	n/a	n/a	n/a	n/a
Transformer	n/a	n/a	n/a	n/a	n/a	n/a
Receptacles	unknown	unknown	2	platform	17/ 20	serious deterioration
Grounding	unknown	unknown	unknown	unknown	unknown	unknown
Lighting Controls	unknown	unknown	unknown	unknown	unknown	unknown
Public Telephone	unknown	n/a	n/a	platform	unknown	operational
Station Telephone	n/a	n/a	n/a	n/a	n/a	n/a

Remarks: _____

STATION: Green's Farms

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 8 OF 48

INSPECTORS: Jim Connell & Dave Lang

DATE: January 4, 2002

STATION PLATFORM --- ELECTRICAL AND LIGHTING SUMMARY

The westbound platform is serviced from the station building, while the eastbound platform has a separate electrical service to an electrical enclosure mounted on the platform. Many non-GFCI type receptacles are missing covers. To reduce the risk of electric shock, these receptacles should be replaced with GFCI type with covers.

Several of the platform light poles are seriously deteriorated or missing handhole covers and the associated conduits have excessive corrosion. We recommend that these poles and conduit systems be replaced. The southbound and northbound platforms maintained an average of 5.17 foot-candles and 6.8 foot-candles, respectively. Both of these lighting values meet the minimal light level as recommended by the IESNA.

STATION: Green's Farms
 LINE: New Haven
 INSPECTION DATE : January 4, 2002
 INSPECTION AGENCY / FIRM: Parsons Brinckerhoff
 INSPECTORS: Jim Connell & Dave Lang
 TIME OF INSPECTION: A.M.
 WEATHER: Clear and Cool

CONN. DEPT OF TRANSPORTATION
 STATION INSPECTION REPORT
 SHEET 9 OF 48

STATION BUILDING --- LIGHTING

Fixture Type	Manufacturer	Model Number	Rating	Support Condition	Estimated Age/Life(y/y)	Visual Condition
incandescent pendant	unknown	unknown	3	3	17/ 20	minor deterioration
Exit	n/a	n/a	n/a	n/a	n/a	n/a
Emergency Egress	n/a	n/a	n/a	n/a	n/a	n/a

Remarks: A typical section of the waiting room was measured and found to average 2.58 fc.

STATION BUILDING --- LIGHTING LEVELS (fc)

ROOM DESC:	A	B	C	D
1 waiting room	avg 2.58			
2				
3				
4				

ROOM DESC:	A	B	C	D
1 not used				
2				
3				
4				

ROOM DESC:	A	B	C	D
1 not used				
2				
3				
4				

ROOM DESC:	A	B	C	D
1 not used				
2				
3				
4				

STATION: Green's Farms
 LINE: New Haven
 INSPECTION DATE : January 4, 2002
 INSPECTION AGENCY / FIRM: Parsons Brinckerhoff
 INSPECTORS: Jim Connell & Dave Lang
 TIME OF INSPECTION: A.M.
 WEATHER: Clear and Cool

CONN. DEPT OF TRANSPORTATION
 STATION INSPECTION REPORT
 SHEET 10 OF 48

STATION BUILDING --- SERVICE

Voltage Rating (V)	120/240	Type of 3 phase connection		Delta	n/a	Wye	n/a
		Method of Entrance		Overhead	X	Underground	n/a
Rating of Main Breaker (A)	see remarks	Origin of Service		Pole	X	Transformer	n/a
		Code Compliant		Yes	X	No	n/a
Quantity of Phases	1	Pole Number & Street	no number parking lot	Wire Sizes	unknown		

Remarks: The eastbound platform is serviced from the station building and the northbound platform have an independent service to an electrical enclosure. We were unable to gain access to the enclosure to verify the exact size and condition of the main circuit breaker and panelboard.

STATION BUILDING --- ELECTRICAL SYSTEMS

Electrical Device	Manufacturer	Model Number	Rating	Location	Estimated Age/Life(y/y)	Visual Condition
Main Distribution Panel	Square D	QOC30U100	4	supply room	1/ 20	new condition
Main Disconnect Switch	Square D	n/a	4	supply room	1/ 20	new condition
Transformer	n/a	n/a	n/a	n/a	n/a	n/a
Receptacles	unknown	unknown	3	throughout	17/ 20	minor deterioration
Grounding	unknown	unknown	unknown	unknown	unknown	unknown
Lighting Controls	unknown	unknown	unknown	adjacent to the building	unknown	unknown
Public Telephone	unknown	unknown	3	adjacent to the building	unknown	minor deterioratation
Station Telephone	unknown	n/a	n/a	n/a	n/a	operational
Building Panel	Square D	QO816L100D	4	supply room	1/ 20	new condition
Building Panel	Square D	QOC20U100	3	coffee shop	12/ 20	minor deterioration

Remarks: Most of the receptacles are not GFCI and are missing covers.

STATION: Green's Farms
 LINE: New Haven
 INSPECTION DATE : January 4, 2002
 INSPECTION AGENCY / FIRM: Parsons Brinckerhoff
 INSPECTORS: Jim Connell & Dave Lang
 TIME OF INSPECTION: A.M.
 WEATHER: Clear and Cool

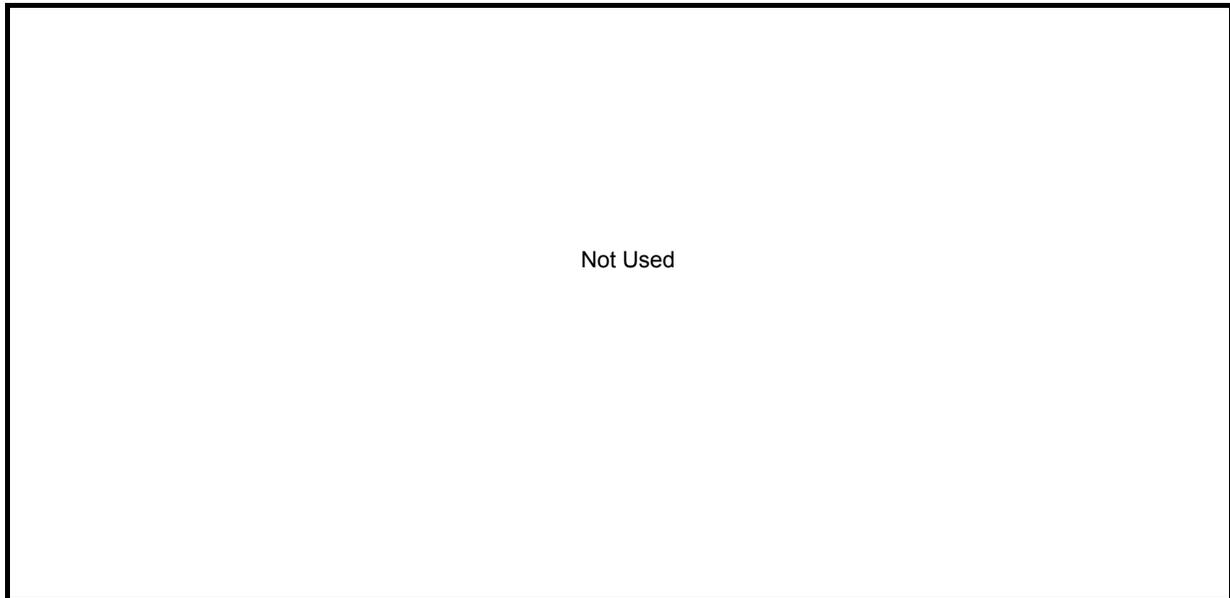
CONN. DEPT OF TRANSPORTATION
 STATION INSPECTION REPORT
 SHEET 11 OF 48

STATION BUILDING --- FIRE ALARM SYSTEM

Fire Alarm Device	Manufacturer	Model Number	Rating	Quantity	Location	Estimated Age/Life(y/y)	Visual Condition
Fire Alarm Control Panel	Fire Burglary Instrument Inc.	unknown	3	n/a	coffee shop	17/ 20	minor deterioration
Heat Detector	unavailable	unavailable	3	n/a	each bathroom	17/ 20	minor deterioration
Smoke Detector	unknown	unknown	3	n/a	building	17/ 20	minor deterioration
Pull Station	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Annunciator	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Audio/Visual Device	Fire-Lite	unknown	3	n/a	waiting room	17/ 20	minor deterioration

Remarks: There were no visual signaling devices located in the bathrooms.

STATION BUILDING --- SKETCHES



STATION: Green's Farms

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 12 OF 48

INSPECTORS: Jim Connell & Dave Lang

DATE: January 4, 2002

STATION BUILDING --- ELECTRICAL AND LIGHTING SUMMARY

The electrical panelboards in the building are in good working condition.

Some receptacles near the coffee area are not GFCI and should be replaced with GFCI type receptacles.

The lighting in the waiting area was measured to maintain an average of 2.58 foot-candles. Since this level is below the IESNA recommended value, we suggest that additional luminaires be installed. Additionally, the building does not have any emergency egress and exit lighting. We recommend that the building be brought to compliance with NFPA 101 and the Life Safety Code by installing emergency and exit lighting.

The building has some smoke detectors but is lacking pull stations and audio/visual devices. To be in compliance with the ADA, we recommend that pull stations and audio/visual devices be installed in all the building common spaces.

STATION: Green's Farms
LINE: New Haven
INSPECTION DATE : January 4, 2002
INSPECTION AGENCY / FIRM: Parsons Brinckerhoff
INSPECTORS: J. Duncan & T. Abrahamson
TIME OF INSPECTION: A.M.
WEATHER: Clear & Cool

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 13 OF 48

BUILDING -- HVAC - Fire Protection

BOILER: N/A

WATER HEATER: Electric, located in Men's Room estimated
10 gallon capacity, in Good Repair.

FUEL TYPE: Electric

HEATING UNIT / FURNACE: As Described

FUEL TYPE: Electric

HEATING FILTER: N/A

AC UNIT: One A/C through the wall

AC FILTER: N/A

DUCTS: N/A

OF DAMPERS: N/A

CONDITION OF DAMPERS: N/A

THERMOSTATS: N/A

NIGHT SET BACK: N/A

PUMPS: N/A

PIPING: N/A

Heating Unit / Furnace
Electric wall cabinet
heaters in Cafeteria area
Make: Qmark capacity
3 KW ea (2 installed)
Deficient

Each restrooms has a
3 ft baseboard heater
Severely deficient

STATION: Green's Farms
LINE: New Haven
INSPECTION DATE : January 4, 2002
INSPECTION AGENCY / FIRM: Parsons Brinckerhoff
INSPECTORS: J. Duncan & T. Abrahamson
TIME OF INSPECTION: A.M.
WEATHER: Clear & Cool

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 15 OF 48

BUILDING - PLUMBING

RESTROOM

PIPING: No Leaks
WATER PRESSURE: Normal
DRAINS: Acceptable
FAUCET/FIXTURES:
* MODEL: Unknown
* YEAR: Unknown
* MANUFACTURER: Unknown
* CONDITION: Severely Deficient
ADA Conditions - Not conforming

Men's Restroom
Fixtures: Not Handicapped type,
Not water conservation type
Space is Handicapped accessible

1 Toilet
1 Lavatory
Fixtures are old, lavatory ready to come off the
wall, severely deficient

KITCHEN

PIPING: _____
WATER PRESSURE: _____
DRAINS: _____
FAUCET/FIXTURES: _____ N/A
* MODEL: _____
* YEAR: _____
* MANUFACTURER: _____
* CONDITION: _____

Women's Restroom
1 Toilet
1 Lavatory
Fixtures are severely deficient
Not water conservation type fixtures
Not Handicapped fixtures
Space is Handicapped accessible

EXTERIOR

SPRINKLER:
FAUCET/FIXTURES:
* MODEL: _____ N/A
* YEAR: _____
* MANUFACTURER: _____
* CONDITION: _____

Downspouts around the building are in Good Repair.

STATION: Green's Farms

CONN. DEPT OF TRANSPORTATION
STATION INSPECTION REPORT
SHEET 16 OF 48

INSPECTORS: J. Duncan, T. Abrahamson

DATE: January 9, 2002

STATION – MECHANICAL SUMMARY

HVAC

There is an electric water heater located in the men's room. This heater is in good condition. The estimated capacity of the heater is 10 gallons. In each restroom there is a 3 ft electric baseboard heater. These are severely deficient and should be replaced.

In the main area there are two recessed electric wall cabinet unit heaters. The make of the heaters is Qmark and they are each estimated at 3 KW capacity. They lack maintenance (very dirty) they are considered deficient.

Plumbing

The men's and women's restrooms are identical. The restrooms are handicapped accessible but do not have handicapped fixtures. One lavatory is ready to come off the wall, it is considered severely deficient. The ventilation is not working. Restrooms should be remodeled with water conservation and handicapped fixtures. The renovated restrooms should conform to ADA regulations. New lavatories in the restrooms should be handicapped type with insulated pipes. The new toilet in each restroom shall be water conservation type. A new exhaust fan shall be installed.

Storm Drainage for Platform/ Building

The downspouts on the platform and around the building are in good condition no modifications are needed at this time.

STATION: Green's Farms
 LINE: New Haven-Main Branch
 INSPECTION DATE: April 25, 2002
 INSPECTION AGENCY/FIRM: Warren & Panzer Engineers
 INSPECTORS: Hortense Oliveira/Josue Garcia
 WEATHER: Good

CONN. DEPT OF TRANSPORTATION
 STATION INSPECTION REPORT
 SHEET 17 OF 48

HAZARDOUS MATERIALS INSPECTION

LEAD-BASED PAINT

Note: The LBP inspection was conducted using an RMD LPA-1 spectrum X-Ray Fluorescence Analyzer (XRF). The Department of Housing and Urban Development (HUD) recommend XRF analysis for inspection of lead in paint. XRF readings were taken of surfaces coated with suspect LBP. The XRF was operated in "Quick Mode" for this project. In Quick Mode, the measurement time is determined by the LPA-1 Analyzer to achieve a 95% confidence measurement compared to an action level (1.0 mg/cm2).

Platform

Surfaces Tested	# of Locations Tested	Lead Presence (>1 mg/cm2)	Rating
Canopy Columns/Beams	3	No	3
Canopy Deck/Railing	2	No	3
Platform Warning Strip	1	Yes	3

Station Building

Surfaces Tested	# of Locations Tested	Lead Presence (>1 mg/cm2)	Rating
Interior Walls	6	Yes	3
Door Frames	5	Yes	3
Doors	3	Yes	3
Canopy Underside	Assumed *	Yes	3
Ext. Railing/Steps	3	No	3
Window Frames	1	No	3

Surfaces Tested	# of Locations Tested	Lead Presence (>1 mg/cm2)	Rating
Window Sashes	3	No	3
Window Sills	1	No	3
Ext. Walls	2	No	3
Int. Bench/Baseboard	2	No	3
Int. Ceiling	Assumed *	Yes	3

Lead-Based Paint was found on surfaces noted above. Painted surfaces were found to be in good condition. Any future disturbance of the lead-based painted surfaces noted above should be abated by an Environmental Protection Agency/Connecticut Abatement Contractor in accordance with the EPA's 40 CFR 745, HUD's 24 CFR Part 35 and The HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing, OSHA's 29 CFR 1926.62, and all other applicable regulations.

* This surface was assumed positive, because at the time of inspection this painted surface was not accessible.

SUSPECT ASBESTOS-CONTAINING MATERIALS

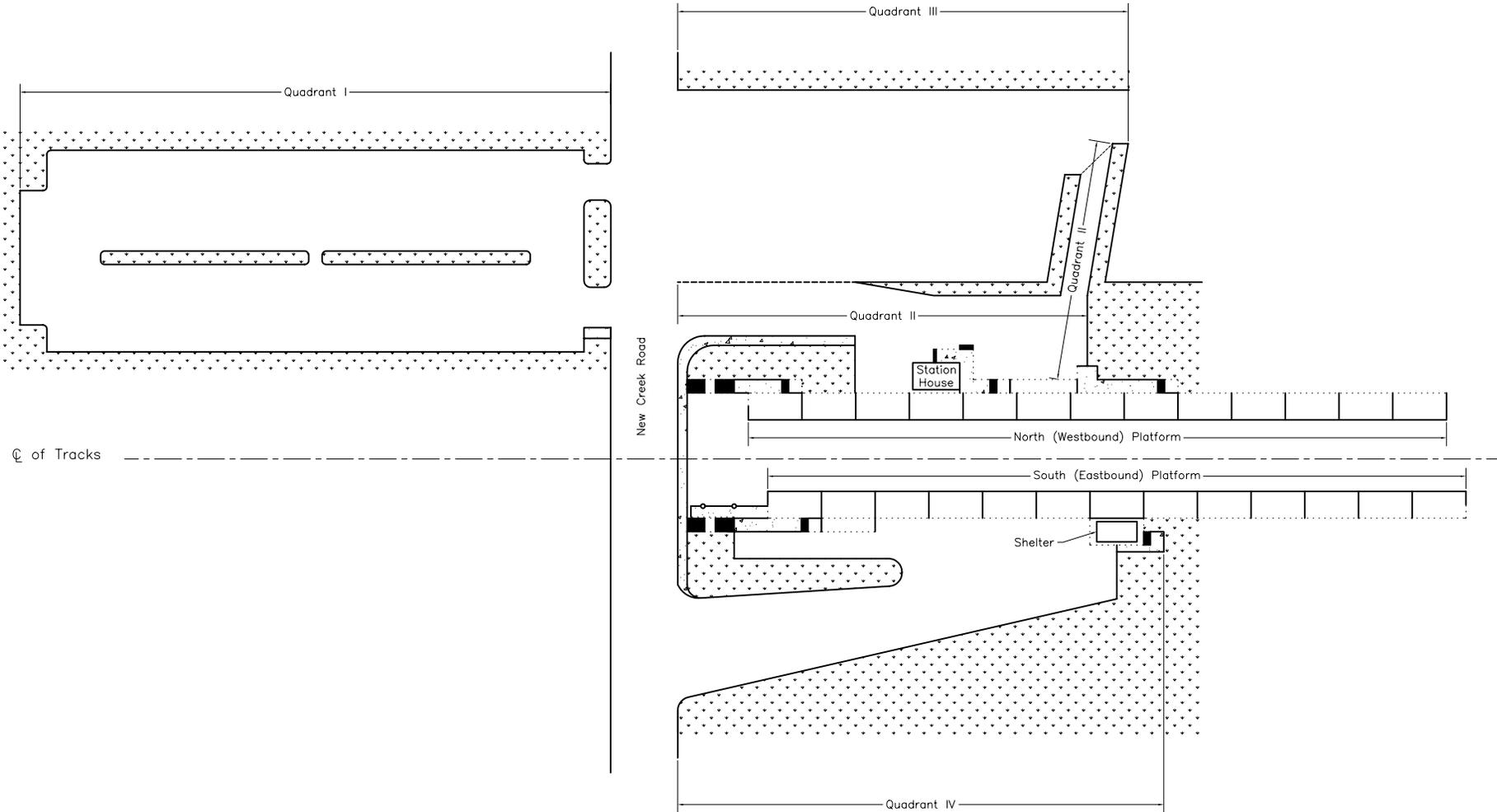
Listed below are suspect asbestos-containing materials that were observed during a visual inspection. Materials were found to be in fair to good condition. Any future disturbance of these materials should be preceded by the collection of samples and laboratory analysis of these samples. This work must be performed by a certified inspector.

Platform

Suspect Materials	Rating
Caulking on Platform Seams	3

Station House

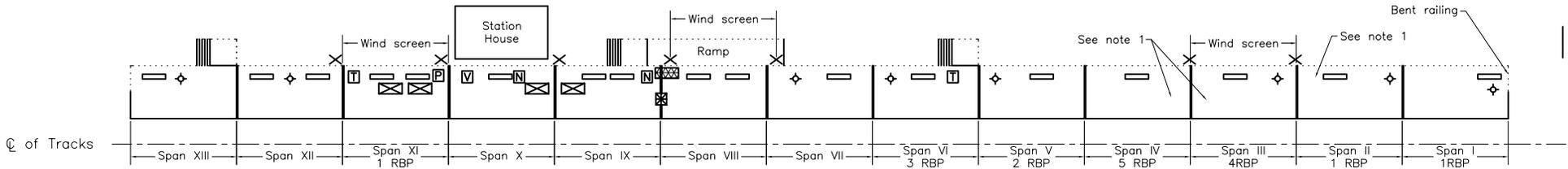
Suspect Materials	Rating
Black Tar on Stair Seams	3
Roof Shingles	3



Legend:

- Fence
- Pedestrian Rail
- Grass
- Sidewalk

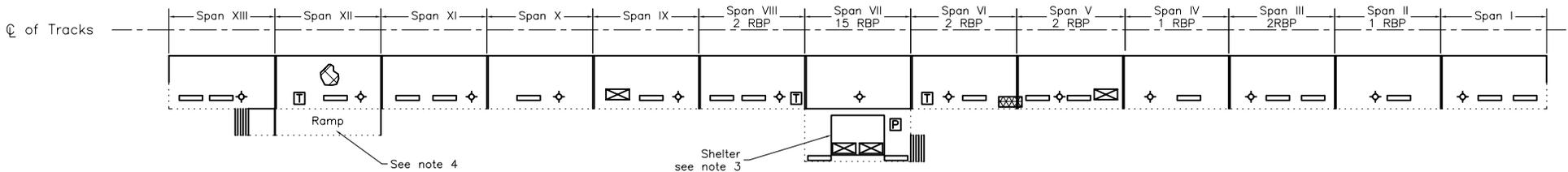
Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Green's Farms Station General Plan
Date: 9/13/02



North (Westbound) Platform

NOTES:

1. The canopy's frame is rusted and the paint is peeling.
2. The base plates for the double tees are typically rusted and deteriorated.



South (Eastbound) Platform

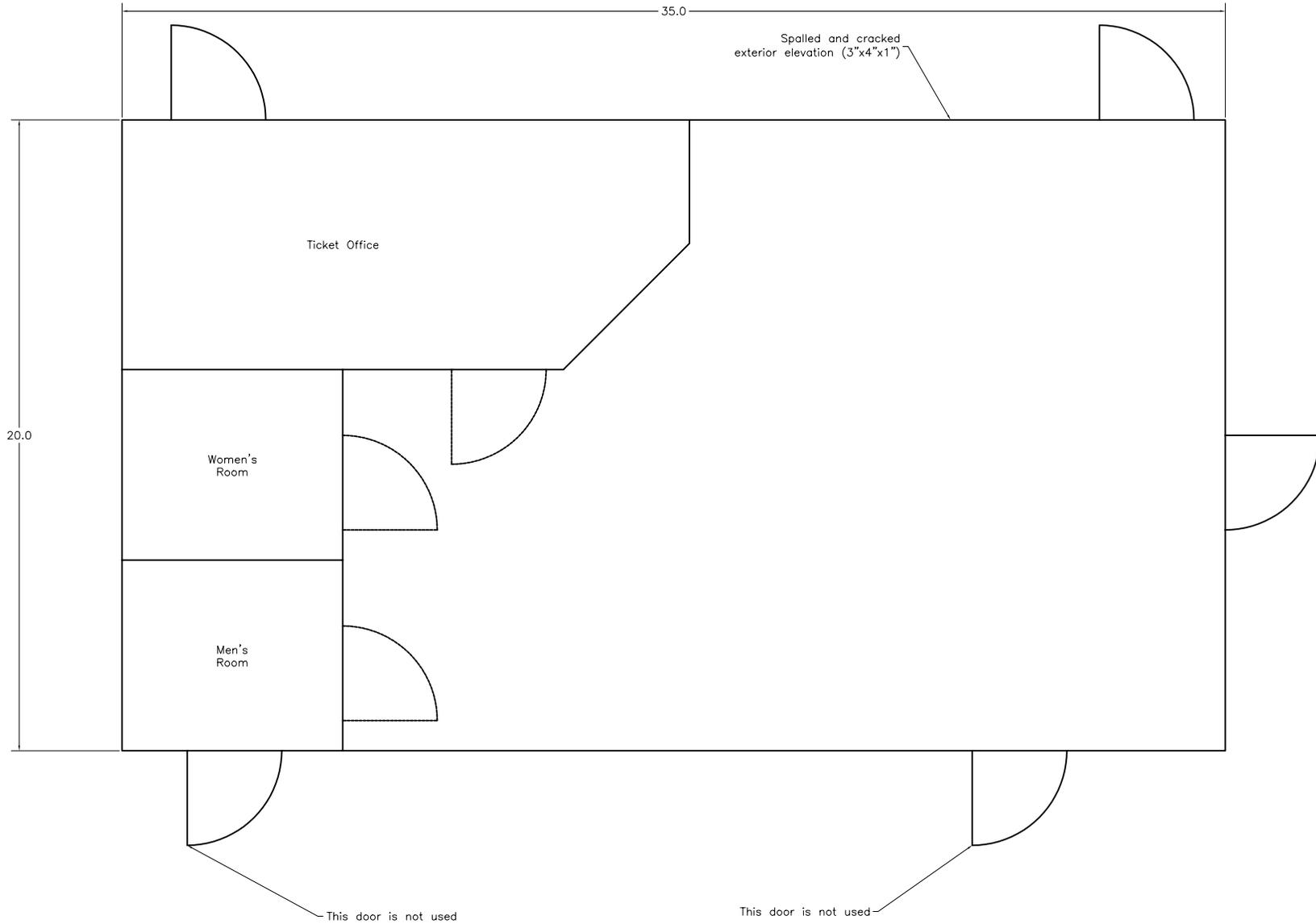
NOTES:

1. The warning strip paint is faded.
2. The base plates for the double tees are typically rusted and deteriorated.
3. The paint on the roof of the shelter is peeling.
4. The railing posts (12) are cracked, deteriorated and rusted.
5. The edge of the platform is typically spalled (1/2" x 1/4").

Legend:

- Pedestrian Rail
- Spalled Concrete
- ⊗ Concrete Scaling
- ◆ Light
- × Canopy Column
- ▭ Sign
- ⊠ Bench
- ⊞ Trash Receptacle
- ⊞ Newspaper Dispenser
- ⊞ Telephone
- ⊞ Vending Machine
- Joint
- ⊞ Train Power Line Pole
- ⊞ Moveable Metal Platform
- RBP Rusted Railing, Shelter, or Wind Screen Base Plate

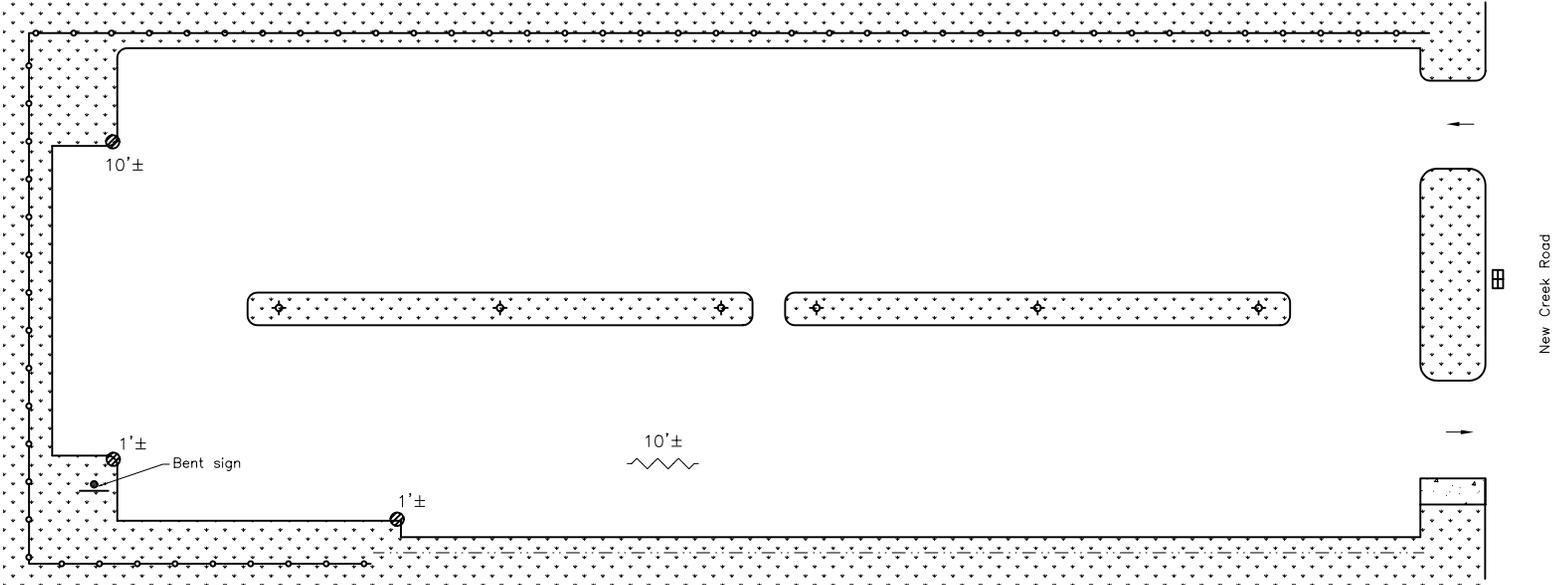
Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Green's Farms Station North and South Platforms Plans
Date: 9/13/02



NOTES:

- 1. The roof shingles on the south side of the roof are uplifting and deteriorating.

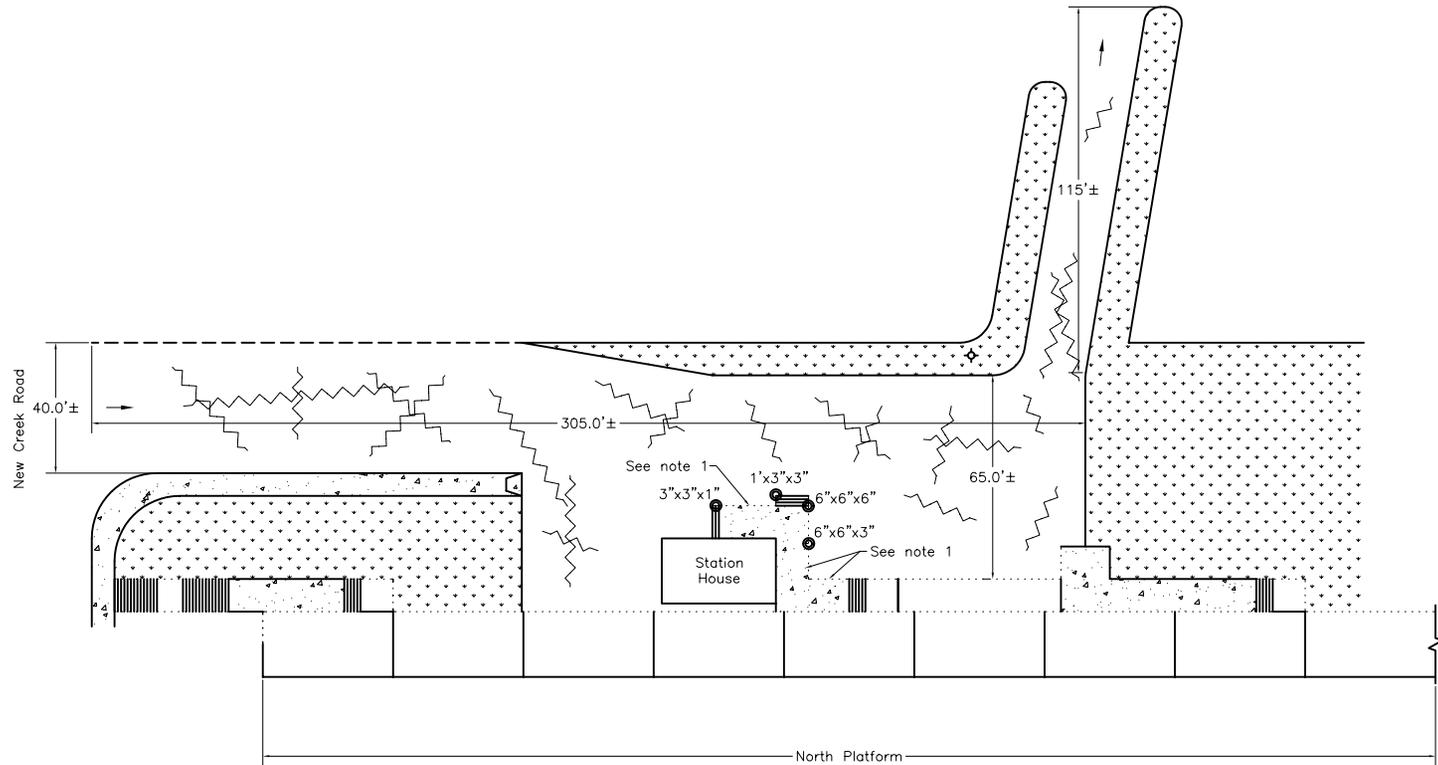
Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Green's Farm Station Station House Plan
Date: 12/7/01



Legend:

- Fence
- Guardrail
- Crack
- Grass
- Sidewalk
- Cracked, Spalled, or Missing Curb
- Sign
- Light
- Drain

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Green's Farms Station Quadrant I Plan
Date: 9/13/02



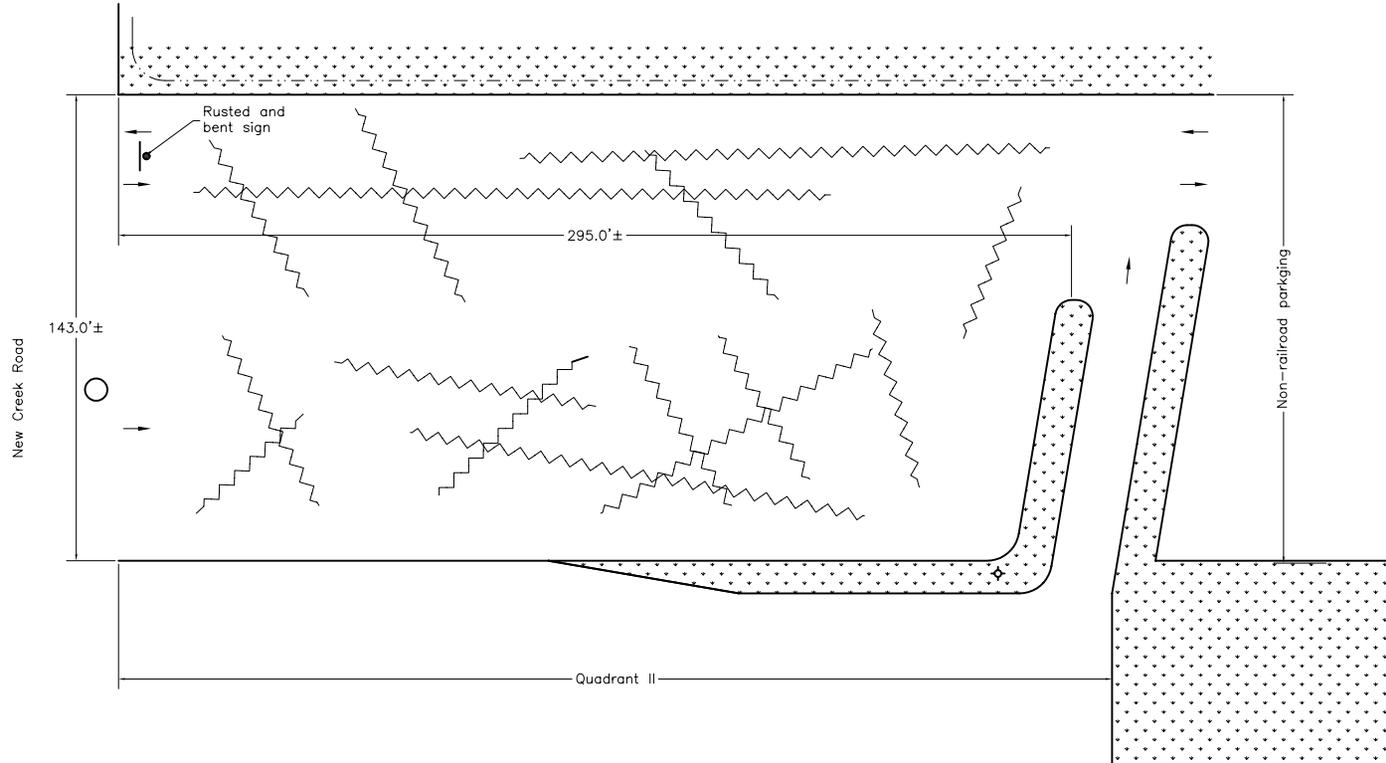
NOTES:

1. The railing post are deteriorated, cracked, and rusted.
2. 40% of the asphalt surface is cracked with an uneven driving surface.

Legend:

- Pedestrian Rail
- ~~~~~ Crack
- ▨ Grass
- ▩ Sidewalk
- Spalled Concrete
- △ Drop Curb
- ◆ Light

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Green's Farms Station Quadrant II Plan
Date: 9/13/02



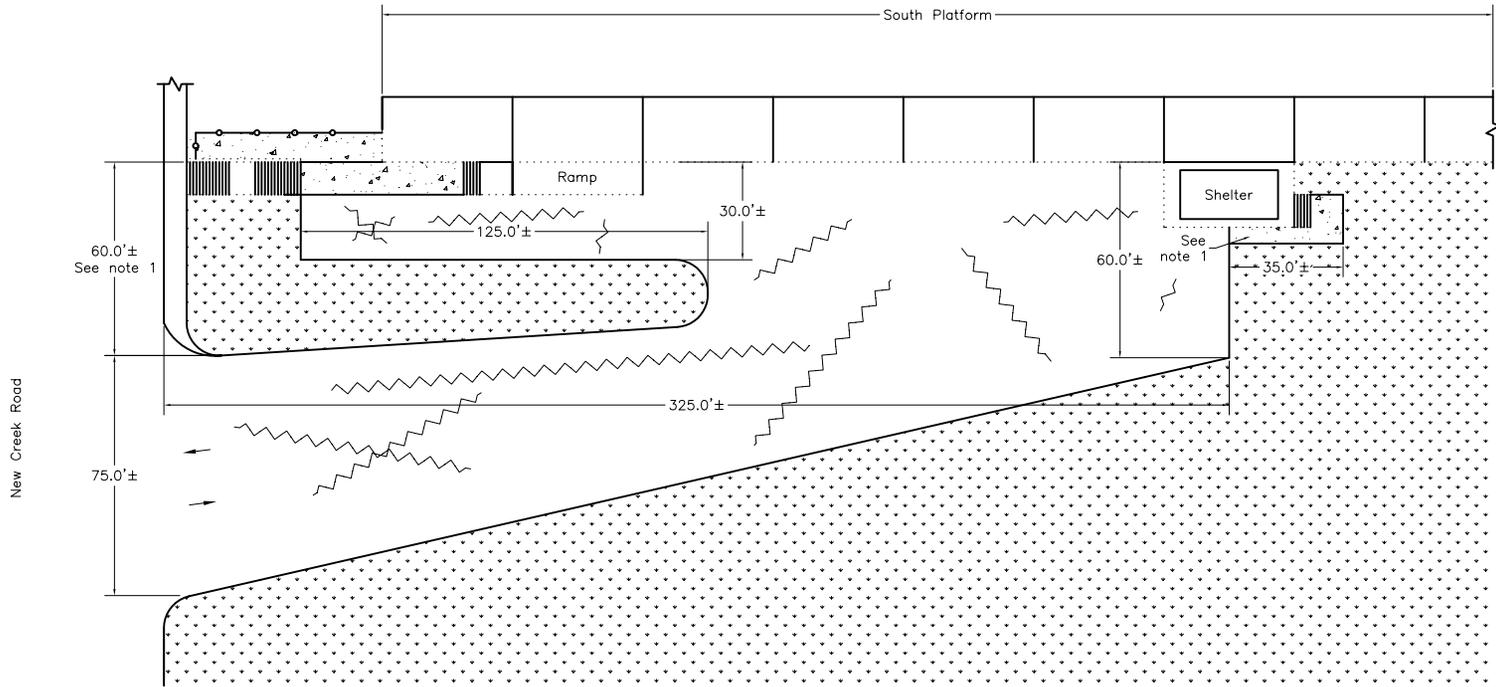
NOTES:

1. 30% of the asphalt surface is cracked with an uneven driving surface.

Legend:

-  Pedestrian Rail
-  Crack
-  Grass
-  Sidewalk
-  Sanitary Manhole
-  Light
-  Sign

Urbitran Associates, Inc.
Connecticut Dept. of Transportation
Green's Farms Station Quadrant III Plan
Date: 9/13/02



NOTES:

1. The sidewalk is cracked and spalled with an uneven walking surface.
2. 15% of the asphalt surface is cracked with an uneven driving surface.

Legend:

- Fence
- Pedestrian Rail
- Crack
- Grass
- Sidewalk

Urbitran Associates, Inc.

Connecticut Dept. of
Transportation

Green's Farms Station
Quadrant IV Plan

Date: 9/13/02

STATION: _____

CONN. DEPT OF TRANSPORTATION
 STATION INSPECTION REPORT
 SHEET 25 OF 48

INSPECTORS: _____

DATE: / /

RATINGS		PHOTO NO.	REMARKS:
NEW	PREV		
3		13	Span I (N-platform) 1 - The railing is bent in one isolated area
2		14	Span III, IV, VI (N-platform) 2 - The railing base plates are rusted and deteriorated Span VII (S-platform)
2		15-17	Span II-IV (N-platform) 14 - The canopy framing is rusted and the paint is peeling
2		19	All Spans NA - The base plates for the double tee are rusted and deteriorated.
2		18	All NA - The foundations for the electric power lines are spalled
2		23	Span XII (S-platform) 1 - The railing posts are rusted, and damaged.
3		21	Span XII (S-platform) 5 - There is scaled concrete in an isolated area
2		20	All spans (S-platform) 8 - The warning strip is faded.
2		22	Span VII (S-platform) NA - The paint is peeling off the shelter's roof
2		24-25	Station House Roof - The shingles on the south side of the roof are uplifted and deteriorated
3		26	Quad I Sign - The sign is bent
2		27-28	Quad II-IV Surface - The asphalt surface is cracked in multiple areas.
2		29-30	Quad II NA - The concrete stairs are spalled and cracked in multiple areas
2		29-30	Quad II NA - The pedestrian railing is rusted and damaged in multiple areas
3		31	Quad III Sign - The sign is rusted and bent
2		32	Quad IV Sidewalk - The sidewalk is cracked with an uneven walking surface

Station				
Description	Units	Quantity	Price / Unit	Total Cost
Replacing sidewalk				
-Remove asphalt	yd ³	13	\$22.00	\$286.00
-Replace sidewalk	yd ²	78	\$25.00	\$1,950.00
Replacing asphalt pavement				
-Remove asphalt	yd ³	3237.00	\$22.00	\$71,214.00
-6" asphalt top course and binder course	yd ²	8965.00	\$25.00	\$224,125.00
-7" aggregate base	yd ³	3237.00	\$20.00	\$64,740.00
Repair spalled concrete	ft ²	10.00	\$120.00	\$1,200.00
Clean and paint warning strip	ft	520.00	\$18.00	\$9,360.00
New railing	ft	180.00	\$100.00	\$18,000.00
Remove and replace roof shingles	LS	-	-	\$10,000.00
Misc. (clean and paint structural steel)	LS	-	-	\$10,000.00
Misc (signs, and etc.)	LS	-	-	\$1,000.00
Replace baseboard heaters in restrooms	EACH	2.00	\$600.00	\$1,200.00
Cleaning and repairs for cabinet unit heaters	LS	-	-	\$600.00
Plumbing made ADA compliant	LS	-	-	\$8,000.00
Replace/repair building receptacles	EACH	3.00	\$50.00	\$150.00
Install emergency luminaires	EACH	2.00	\$289.00	\$578.00
Install exit sign	EACH	2.00	\$93.00	\$186.00
Install lobby luminaires **	EACH	3.00	\$400.00	\$1,200.00
Install a minimal fire alarm system to meet the requirements of ADA.*	LS	-	-	\$2,334.00
Replace/repair platform receptacles	EACH	8.00	\$50.00	\$400.00
Replace platform luminaires **	EACH	17.00	\$2,795.00	\$47,515.00
Replace platform lighting conduit/conduit fittings				
-fittings	EACH	20.00	\$75.00	\$1,500.00
-conduit	EACH	1100.00	\$9.20	\$10,120.00
-type XHHW conductor	EACH	4400.00	\$0.50	\$2,200.00
Replace platform canopy luminaires	EACH	10.00	\$700.00	\$7,000.00
Mobilization / Demobilization (10%)				\$49,485.80
Sub-total				\$544,343.80
Contingency (20%)				\$108,868.76
Grand Total				\$653,212.56
Say				\$700,000.00

* THE FIRE ALARM SYSTEM IS AN ORDER-OF MAGNITUDE COST REQUIRED TO COMPLY WITH ADA REQUIREMENTS. PERFORMANCE OF A FIRE ALARM SYSTEM DESIGN IS REQUIRED TO DEVELOP A PRECISE QUANTITY ESTIMATE.

** THE QUANTITY OF LOBBY AND PLATFORM LUMINAIRES REQUIRED TO BRING LIGHTING UP TO RECOMMENDED LEVELS IS AN ORDER-OF-MAGNITUDE ESTIMATE. PERFORMANCE OF A LIGHTING DESIGN IS REQUIRED TO DEVELOP A PRECISE QUANTITY ESTIMATE.

Lease Narrative and Synopsis

U R B I T R A N **R** E P O R T



Prepared to

Connecticut Department of Transportation

Submitted by

Urbitran Associates, Inc.

Urbitran Associates

**RAILROAD LEASE AGREEMENT
NARRATIVE**

STATION NAME: **Westport/Saugatuck/Green's Farms**
STATION OWNER: State of Connecticut Department of Transportation (the "State")
LESSEE: Town of Westport

Pursuant to the Lease Agreement dated November 27, 1991 (the "Lease"), the State leases to the Town of Westport the land and buildings comprising Saugatuck and Green's Farms Railroad Stations in Westport, for railroad and rail commuter parking purposes. The leased premises consists of ten (10) parcels of land containing an aggregate of 13.015 acres, more or less. The lease term is ten (10) years, commencing on July 1, 1991, to and including June 30, 2001, with the Lessee having the right to renew for two (2) additional successive ten (10) year periods of time. We have assumed that the first 10 year renewal right has been exercised.

There is no annual fee under this Lease. However, Lessee is required to reinvest a portion of the surplus revenue derived from rail parking and rail-related leases into the improvement and maintenance of rail station buildings, rail station parking, and mutually agreed upon Town-allocated expenses. The following expenses are included in Lessee's calculation¹ of the surplus: capital improvements; maintenance of the building and parking lots; administrative, accounting and security costs; utilities; independent auditors; and other mutually agreed upon town-allocated costs, including debt service.² The use of one parking space in the Station's "day parking" lot is reserved for the State.

Lessee is required to establish two separate funds: an Operating Fund³ and a Capital Improvement Fund. Under the Lease, fifty (50) percent of the funds in the Operating Fund, minus operating, maintenance, and annually appropriated capital expenses, must be disbursed to Lessee each year, to be used without limitation. The remaining fifty (50) percent is deposited in the Capital Improvement Fund. The State reserves the right to approve or disapprove the use of funds in the Capital Improvement Fund. Furthermore, fifty (50) percent of the surplus in the Capital Improvement Fund is to be paid to the State every five (5) years.

¹ The modified accrual basis of accounting is specified as the method to be used for these records.

² Lessee is permitted to include an allocated amount of its debt service as an expense. Only two (2) other leases reviewed expressly provide for debt service to be included in the Town's expenses when calculating the deposit into the Reinvestment Fund.

³ All revenue generated from the use of the Town-owned and State-leased properties described in the Lease, including all revenue derived from a minimum of 1,665 parking spaces jointly utilized by both parties, must be deposited into the Operating Fund.

The Lease specifies that the State retains sole responsibility for maintaining and/or restoring all fencing bordering the tracks, the canopies over the platforms, tunnels, tunnel drainage, stairways. Furthermore, the Lease contains a standard provision, naming the State as the party solely responsible for all major structural renovations and repairs. The Town retains sole responsibility for the day-to-day maintenance of the leased property, including, but not limited to, any and all platforms, railings, stairs, shelters and ramps (i.e., general structural repairs, snow removal and security).

The Lease is made subject to each and every specification and covenant, unless specifically deleted therefrom, contained in the "Standard Railroad Lease Specifications & Covenants," dated June 1, 1991.

LEASE SYNOPSIS

<u>STATION NAME:</u>	Westport/Green's Farms/Saugatuck
Lease Document Reviewed	Lease Agreement dated 11/27/91 (the " <u>Lease</u> ")
Station Owner	State of Connecticut Department of Transportation (the " <u>State</u> ")
Lessee	Town of Westport
Agreement Number	4.16-05(91)
Effective Date of Lease	7/1/91
Term	10 years
Number of Renewal Periods	2 (at Lessee's option)
Renewal Period	10 years each
Number of Lessee Renewals Exercised in Prior Years	1
Number of Renewals Remaining	1
Expiration Date of Original Lease	6/30/2001
Current Expiration Date	6/30/2011
Recorded?	Volume 1133, Page 311
Number of Parcels	10
Total Acreage	13.015 acres
How Is Revenue Earned?	Railroad parking revenue and revenue from railroad-related leases
Are Separate Funds Accounts Required?	Yes. Lessee must establish two separate funds, an Operating Fund and a Capital Improvement Fund. All revenue generated from all sources derived from the use of both Town-owned as well as State-leased properties described in the Lease, including all revenue derived from a minimum of 1,665 parking spaces jointly utilized by the parties to the Lease, must be deposited into the Operating Fund. Funds remaining in the Operating Fund, minus all operating and maintenance expenses, as well as annually appropriated capital expenses, shall be distributed to Lessee on a

	yearly basis at the rate of 50 percent, to be used by Lessee without limitation. The remaining 50 percent of the funds in the Operating Fund shall be deposited in the Capital Improvement Fund.
Allowable Direct Costs in Calculating Surplus	Capital improvements, maintenance of buildings and parking lots, administrative, accounting and security costs, utilities, independent auditors
Allowable Indirect Costs in Calculating Surplus	Yes: mutually agreed upon Town-allocated costs, including debt service
Is Surplus Deposited in Capital Fund?	Yes. Fifty percent of the surplus in the Operating Fund is deposited annually into the Capital Improvement Fund.
Is Surplus Shared with the State?	Yes. The surplus in the Capital Improvement Fund is shared (not the Operating Fund).
How Often is Surplus Shared?	If the Capital Improvement Fund shows a surplus at the end of each 5 year period, the State may elect to withdraw 50 percent of the surplus.
Are Certified Financial Statements Required?	Yes. See <u>Appendix I</u> .
Financial Statement Submission Period	Financial statements are due on January 1 for each year of the Lease term.
Is Annual Budget Required?	No
Is Repayment of Debt Service Required?	No. Lessee is permitted to include an allocated amount of its debt service as an expense under Section 3 of the Lease.
Monthly Debt Repayment Amount	n/a
Does State Pay Lessee a Fee?	No
Amount of Fee Due Lessee	n/a
<u>INSURANCE COVERAGE:</u>	
Property Damage Insurance	\$750,000.00 individually; \$1,500,000 aggregate
Bodily Injury Coverage	\$750,000.00 individually; \$1,500,000 aggregate
Other Required Coverage	n/a
Voluntary Coverage	n/a
Is Lessee Self Insured?	No

Is Certificate of Coverage on File?	Yes
Named Insured	State of Connecticut and Metro-North
State Held Harmless?	Yes
Lessee Waives Immunity	Yes
<u>MAINTENANCE:</u>	
State's Responsibilities	The State is responsible for (i) all major structural renovations and/or repairs, and (ii) maintaining and/or restoring all fencing bordering the tracks, canopies over the platforms, the tunnel, tunnel drainage and stairways at the Saugatuck Railroad Station, the stairway from New Creek Road to the platform area on the east and west side of the Green's Farm Railroad Station, and the canopy under the tracks over the sidewalk on New Creek Road at Green's Farm Railroad Station.
Lessee's Responsibilities	Lessee is responsible for day-to-day maintenance, included, but not limited to, any and all platforms, railings, stairs, shelters, and ramps, i.e., general structural repairs, snow removal, and security.
Enhance Aesthetic Appearance	Lessee
Not Erecting Signs on Premises	Lessee
Surface Grade Land	Lessee
Install and Maintain Fencing	Lessee
Install Suitable Drainage	Lessee
Ice Snow Control of Sidewalks	Lessee
Install and Maintain Electrical Systems for Lights	Lessee
Sweeping and Cleaning Litter	Lessee
Station Structures	Lessee
Platform Gutters	Metro-North Commuter Railroad (MNCR)
Fences	Lessee
Signs	Lessee

Platform Lights	MNCR
Drains	State
Equipment	State
Electric and Mechanical Systems	Lessee
Live Rail Facilities	State
Platforms	Lessee
Railings	Lessee
Stairs	Lessee
Platform Shelters	MNCR
Platform Canopy	MNCR
Tunnels	MNCR
Parking Lots	Lessee
<u>PARKING:</u>	
Total Number of Spaces	Minimum of 1,665
Number of Spaces: State	The State reserves the use of one (1) parking space in the “day parking” lot, on the westbound side of both the Westport Railroad and the Green’s Farm Railroad Station.
Parking Fees	Where there is a charge for parking, the minimum annual fee per vehicle is \$75.00. Any fee in excess of \$75.00 is subject to the State’s approval. Lessee has the right to establish and publish a Daily, Weekly, Annual and/or other periodic Parking-Fee Schedule(s).
Nondiscrimination Clause	See <u>Appendix II</u> .
<u>COSTS OF LEASEHOLD:</u>	
Taxes Paid by	Lessee
Water	Lessee
Electricity	Lessee

Other Public Utilities	Lessee
Gas	Lessee
Sewer	
Owns Title to Property	State
Owns Title to Capital Improvements	State
Is Subleasing Allowed?	Yes
Can Lease be Sold or Assigned?	No
Is Security Bond Required?	No
If so, the Amount	n/a
<u>OTHER:</u>	
Termination	The State may terminate this Lease upon one year's notice to Lessee for reasons of default or if the property is needed for transportation related purposes.
Is there a Lease to CT Transit?	No
Employment/Non Discriminatory Requirement	Yes
Miscellaneous	The Lease is made subject to the "Standard Railroad Lease Specifications & Covenants," dated 6/1/91.

Station Operations Review

U R B I T R A N **R** E P O R T



Prepared to
Connecticut Department of Transportation

Submitted by
Chance Management

Under Contract to
Urbitran Associates, Inc.

WESTPORT

Green's Farms and Westport (Saugatuck) Stations

The Town of Westport has New Haven Line stations, Green's Farms and Westport (Saugatuck) Station. The Town is a stakeholder in the operations of the stations and the administration stated that it prefers to control the way they are managed, operated, and maintained. Since the stations are located within the Town, officials believe that Town control is the most efficient way to operate and manage the stations. Westport residents are heavily invested in the stations and rail service, expecting local officials to provide high quality services across all of the town departments and services, including the stations.

There are plans for major renovations at both stations. At Green's Farms, the surface parking lots are being resurfaced. There are also plans to renovate the interior of the station building. At the Saugatuck station there are plans, with construction now underway as of May, 2003, to renovate the tunnel that connects the east and westbound sides of the tracks. Furthermore, this work will include a renovation of the westbound Saugatuck station. The ADA is the source of funding for these two Saugatuck projects. The Town of Westport has proposed additional changes for the renovations, and the Town will pay one-third of the additional funds for the amended proposal. The Town is also planning a renovation of the eastbound station at Saugatuck, but this will be funded exclusively by Westport.

Agreements

The Green's Farms and Saugatuck Stations are under the control of the Westport Police Department (WPD). WPD has a contract with Penna Construction for day-to-day maintenance.

According to the lease, the Town is responsible for the day-to-day maintenance, however the WPD feels the responsibilities of the Town and Metro-North are not distinguishable, primarily regarding the maintenance of the platforms.

Organizational Structure

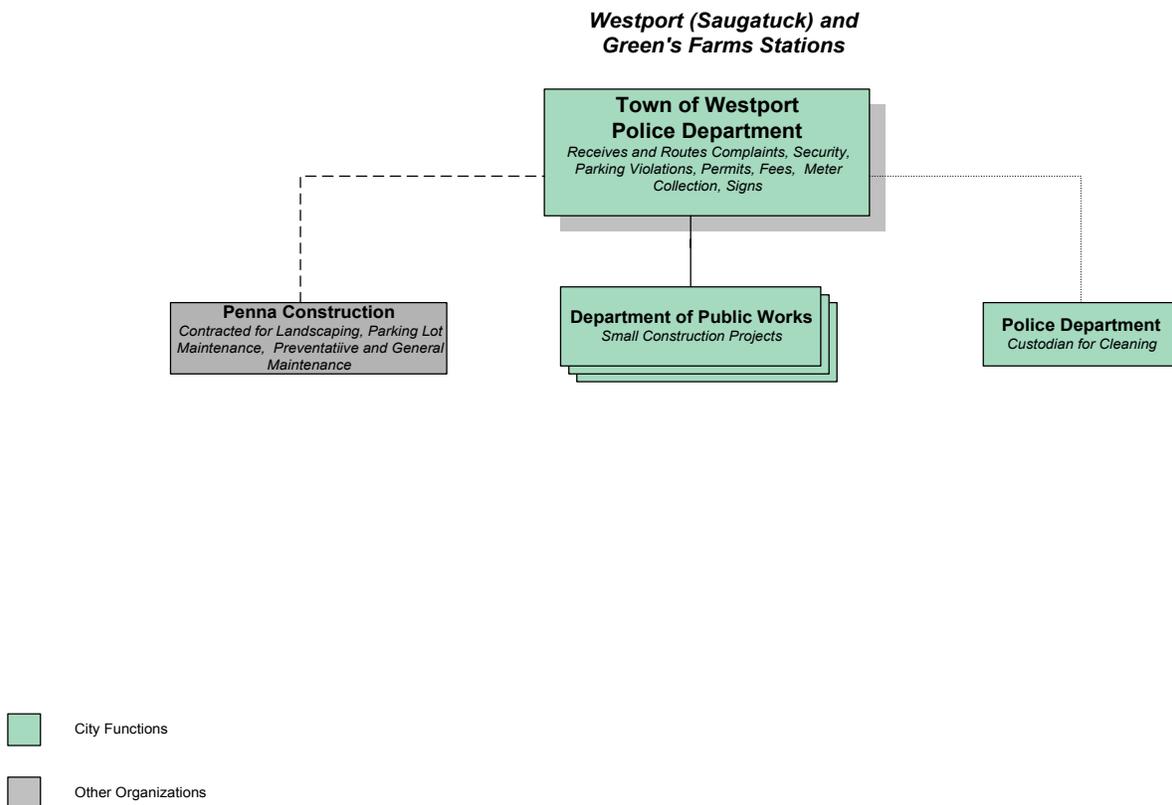
Both Green's Farms and Saugatuck Stations are under the control of the Westport Police Department. William Chiarenzelli is the Police Chief and Alfred Fiore is the Police Captain. Generally, Officer Fiore is the person in charge of the station. He oversees the overall operations of the stations, and William Chiarenzelli oversees the stations from an analytical point of view, helping to recognize problems in the operations of the stations and formulating solutions along with Officer Fiore. Generally, Officer Fiore is

the main contact with the State of Connecticut. Officer Fiore will contact Carl Rosa if there is a concern over something at the station. He indicated that he rarely works with Metro-North because Mr. Rosa will act as the middleman for communication. Further, Officer Fiore is the person who receives complaints or comments from passengers.

The Support Division is the police unit that is delegated to the station operations. While Chief Chiarenzelli and Officer Fiore are responsible for the general management of the stations, there are other people who are involved in the actual work done at the stations. A police officer, Officer Tiberio, is at one of the stations at all times for security reasons. In addition to Officer Tiberio, there are two parking attendants, a part-time custodian, a full-time custodian, and a records clerk. The Police Department is responsible for parking permits, violations, fees, meter collections, and signs.

The Department of Public Works reports directly to the Police Department. Public Works is brought in for small construction projects when necessary. Penna Construction is the primary entity responsible for maintenance and informally reports to WPD.

The Town does not publish an organization chart for the operations and maintenance of the Westport/Saugatuck and Green's Farms Stations and parking lots. The organization chart below was developed from data gathered from Town employees and administrators.



Operating Procedures

The Town is supposed to be responsible for the day-to-day maintenance. Penna Construction is responsible for day to day maintenance through a contract. The Town's Department of Public Works (DPW) performs only small jobs when necessary. If the DPW performs work, then a detailed accounting of the work is given to Officer Fiore by the head of the DPW so that the work can be properly charged to the Railroad Fund. Other work that needs to be performed is contracted as needed.

The Town does not publish any operating procedures. The chart below was developed from information from Town staff and administrators.

Procedure	Responsible Party
Opening and Closing of Station	N/A
Housekeeping Inside Station	Police Department custodian
Housekeeping Outside Station	N/A
Daily Maintenance	Penna Construction, Department of Public Works
Preventative Maintenance	Penna Construction
Landscaping	Penna Construction
Security	Police Department
Customer Service	Police Department
Tenant Performance	Police Department
Parking Enforcement	Police Department
Parking Fees and Permits	Police Department
Parking Operation Maintenance	Penna Construction

Station Financial Review

U R B I T R A N **R** E P O R T



Prepared to
Connecticut Department of Transportation

Submitted by
Seward and Monde

Under Contract to
Urbitran Associates, Inc.

WESTPORT / SAUGATUCK & GREEN'S FARMS FINANCES

ACCOUNTING ENTITY / BASIS

The railroad parking operations at Westport/Saugatuck and Green's Farms are both accounted for in a special revenue fund, the Railroad Parking Fund. The Town of Westport also maintains a special revenue fund for railroad station and parking capital improvements, the Railroad Parking Reserve Fund. Both funds use the modified accrual basis of accounting.

The Town accounts for all (i.e. both Town-owned and State-leased) railroad parking operations in the operating fund and capital improvements are accounted for in the railroad parking reserve fund. According to the lease and as a circumstance to this financial commingling of town-owned and state-leased properties, any profits are shared 50/50. The 50% share that is to be used for capital improvements to the leased railroad properties is to be put into the reserve fund. The Town's 50 % share is to be withdrawn for the Town's use without limitation. In addition, the State can also draw-off 50% of the reserve fund every five-years for use as it deems necessary.

Each year, the surplus is determined and the fifty percent that belongs to the Railroad Parking Reserve Fund is calculated. The Railroad Parking Reserve Fund is to be used for improvements to the station and parking. As previously mentioned, this amount is then required to be moved into the fund and the remaining fifty percent becomes available to the Town for its use. The required transfer, however, is not being made annually. In 1998 there was a catch-up transfer of \$382,988 made from the operating to the capital reserve fund.

FINANCIAL REPORTING

The Town submits its audited general purpose financial statements to the State to report its special revenue funds for railroad parking operations and capital reserve. The financial information submitted is presented in summary format and is not sufficient for financial scrutiny. A separate detailed report is not submitted.

Financial measurements such as unit values for revenues or costs per space, etc. and units further broken down for each lot, is not required by the lease and not included with the financial information.

REVENUES

Revenues consist primarily of permit and daily parking fees. Additional significant revenue is received from rentals and income on invested funds.

Permits are issued through an application process. The issuance and collection of the permit parking revenues is administered by the Westport police department's records

clerk. The clerk also handles the accounting and collection for these fees. The clerk is also responsible for the daily ticketing accounting and uses the Department of Motor Vehicle system to obtain the names of the owners of the parked vehicles.

Daily parking accounting utilizes a tagging system with pre-numbered tickets placed on the windshield of the parked vehicles by lot attendants. The vehicle owners have fourteen days to pay by mail or in person. Late payments are subject to a penalty fee. The lot attendants utilize laptop computers to record the ticket and vehicle information. This information is then downloaded to a database for ticket, vehicle control, and collection control.

EXPENSES

Expenses of the operation consist of payroll (e.g. lot attendants, police, clerk, custodian and supervision). Certain payroll costs are allocated. The calculated allocation is done because the activities of certain persons and departments are not exclusive to the operations of the station. Certain other personnel, such as custodians and lot attendants, who are exclusively involved with the station and parking operations are charged directly.

There is an in-kind service charge by the Town to the operating fund for general and administrative services indirectly provided to the station and parking operations.

Generally Classified Expenses – This is mostly office and administrative personnel expense. In 1998, the transfer of \$382,988 to the capital reserve fund was recorded as a generally classified expense.

Metro-North and ConnDOT – The State also incurs station expenses through its service agreement with Metro-North / Metropolitan Transit Authority. These expenses are accounted for by Metro-North and included in the charge to the State. The expenses generally relate to maintaining the platform at each station.

The finances of the local government however do not include the station expenses paid by the State to Metro-North under the separate service agreement. These expenses include various maintenance responsibilities related to the stations and especially the platform area. Metro-North performs cyclical maintenance and on-call repairs and maintenance as needed. Metro-North also is responsible to maintain any ticketing area on railroad property. Such costs have been identified and included in the financial presentation.

The Metro-North service agreement also provides that the State pay for the allocated cost of station maintenance forces. These allocated indirect costs have not been included in the financial presentation.

The local government is not in direct control of the services rendered by Metro-North. These services are controlled by the service agreement. The service agreement is outside of the State lease agreement with the local government

ConnDOT also incurs expense for its administrative oversight of the operating leases and the physical properties. These expenses were not compiled or presented in the financial presentation.

EXPENSE ALLOCATION

The allocation of indirect expenses is a financial issue that would apply to most of the State lease agreements where the local government has determined that administrative charges are warranted and come under the “mutually determined charges” clause of the lease agreements. The lease is not clear as to exactly what charges are allowable. The allocations generally result from common costs such as administrative expenses or departmental expenses that do not exclusively service the railroad properties but service a number of funds and functional activities. The reasonableness or propriety of the allocation and method was not evaluated to determine if such costs were actually incremental or simply attributed to the leased property under a full absorption costing methodology.

PROFITABILITY / ACCUMULATED SURPLUS

The Town’s operations, excluding Metro-North expenses, generated a losses in both 1996 and 1999. The years 1997, 1998 and 2000, excluding Metro-North expenses, showed profits. At June 30, 2000 the net accumulated surplus totaled \$857,702.

It should be noted that as the result of an audit of the lease, adjustments to the fund balance were made subsequent to the amounts presented in this report and therefore are not reflected in this presentation.

SPECIAL REQUIREMENTS – SURPLUS/RESERVE/DEFICIT

The lease agreement does not specifically address the administration or funding of any deficit resulting from the State properties managed by the local government.

CAPITAL PROJECTS

In 1999 there was a major construction project to alleviate the flooding at a lot at Ferry Lane and the lot no. 3 at Saugatuck. This project was financed in part through a state capital grant. At June 30, 2000 the Railroad Parking Reserve Fund was obligated \$100,000 to the Town for temporary financing for the Ferry Lane. The additional state grant reimbursement was due the Town and was subsequently received.

As previously noted, the Town uses a reserve fund to accumulate excess revenues for capital improvement projects. The attached financial presentation excludes the financial activity and fund balances of the reserve fund.

The Railroad Parking Reserve Fund at June 30, 2000 had a balance of \$468,126, reflecting grant proceeds, investment income, the 1998 transfer (\$382,988) from the Railroad Parking Fund and other income, net of capital and other expenditures.

FINANCIAL PRESENTATION IN COMPARISON TO THE PARKING INVENTORY

A parking inventory and utilization report is presented separately as Task 2 in this study. The financial presentation herein and parking inventory cover all rail parking spaces for the two stations.

The parking inventory covers State-leased and municipal rail parking spaces at both the Westport/Saugatuck and Green's Farms stations. State spaces total about 1590 and represent nearly 83% of the available spaces. Municipal spaces include 100 park and ride spaces from which shuttle services is provided to the Saugatuck station.

WESTPORT/SAUGATUCK & GREEN'S FARMS RAILROAD STATION AND PARKING OPERATIONS

	YEAR 1996				YEAR 1997			
	OPERATING AGREEMENTS				OPERATING AGREEMENTS			
	LOCAL GOVT	METRO-NORTH	TOTAL	%	LOCAL GOVT	METRO-NORTH	TOTAL	%
REVENUES								
PARKING	\$ 561,483	\$ -	\$ 561,483	89.4%	\$ 760,404	\$ -	\$ 760,404	90.2%
RENTS	44,316	-	44,316	7.1%	47,414	-	47,414	5.6%
INVESTED FUNDS	15,502	-	15,502	2.5%	23,180	-	23,180	2.7%
OTHER	7,015	-	7,015	1.1%	12,240	-	12,240	1.5%
	<u>\$ 628,316</u>	<u>\$ -</u>	<u>\$ 628,316</u>	<u>100.0%</u>	<u>\$ 843,238</u>	<u>\$ -</u>	<u>\$ 843,238</u>	<u>100.0%</u>
 STATION, PLATFORMS AND PARKING EXPENSES								
REPAIRS AND MAINTENANCE	\$ 177,985	\$ 55,436	\$ 233,421	31.3%	\$ 90,857	\$ 51,303	\$ 142,160	21.1%
UTILITIES	40,281	-	40,281	5.4%	40,346	-	40,346	6.0%
RENT	-	-	-	0.0%	-	-	-	0.0%
SECURITY	-	-	-	0.0%	-	-	-	0.0%
INSURANCE AND CLAIMS	54,243	700	54,943	7.4%	55,819	18	55,837	8.3%
GENERALLY CLASSIFIED EXPENSES (INCLUDING UNSPECIFIED -DIRECT, -INDIRECT, -ADMINISTRATIVE, - AND GENERAL ALLOCATIONS)	371,596	11,671	383,267	51.4%	367,806	15,051	382,858	56.7%
CONNECTICUT SALES TAX	33,363	-	33,363	4.5%	53,712	-	53,712	8.0%
	<u>\$ 677,469</u>	<u>\$ 67,807</u>	<u>\$ 745,276</u>	<u>100.0%</u>	<u>\$ 608,540</u>	<u>\$ 66,372</u>	<u>\$ 674,912</u>	<u>100.0%</u>
 NET PROFIT (LOSS)	<u>\$ (49,153)</u>	<u>\$ (67,807)</u>	<u>\$ (116,960)</u>		<u>\$ 234,698</u>	<u>\$ (66,372)</u>	<u>\$ 168,326</u>	
 LOCAL GOVERNMENT'S RAILROAD FUND								
ACCUMULATED SURPLUS	\$ 248,371				\$ 483,069			
LESS- LOCAL GOVERNMENT'S SHARE	(124,186)				(241,535)			
NET AVAILABLE RAILROAD FUND SURPLUS	<u>\$ 124,186</u>				<u>\$ 241,535</u>			
 STATE'S AVAILABLE SHARE @ 50%	<u>\$ 62,093</u>				<u>\$ 120,767</u>			

WESTPORT/SAUGATUCK & GREEN'S FARMS RAILROAD STATION AND PARKING OPERATIONS

REVENUES	YEAR 1998				YEAR 1999			
	OPERATING AGREEMENTS				OPERATING AGREEMENTS			
	LOCAL GOVT	METRO-NORTH	TOTAL	%	LOCAL GOVT	METRO-NORTH	TOTAL	%
PARKING	\$ 803,203	\$ -	\$ 803,203	89.3%	\$ 787,241	\$ -	\$ 787,241	89.6%
RENTS	52,479	-	52,479	5.8%	54,568	-	54,568	6.2%
INVESTED FUNDS	39,902	-	39,902	4.4%	36,613	-	36,613	4.2%
OTHER	4,307	-	4,307	0.5%	466	-	466	0.1%
	<u>\$ 899,891</u>	<u>\$ -</u>	<u>\$ 899,891</u>	<u>100.0%</u>	<u>\$ 878,888</u>	<u>\$ -</u>	<u>\$ 878,888</u>	<u>100.0%</u>
STATION PLATFORMS AND PARKING EXPENSES								
REPAIRS AND MAINTENANCE	\$ 79,572	\$ 52,130	\$ 131,702	12.4%	\$ 112,047	\$ 54,910	\$ 166,957	23.3%
UTILITIES	37,363	-	37,363	3.5%	34,933	-	34,933	4.9%
RENT	-	-	-	0.0%	-	-	-	0.0%
SECURITY	-	-	-	0.0%	-	-	-	0.0%
INSURANCE AND CLAIMS	43,752	6,000	49,752	4.7%	59,629	8	59,637	8.3%
GENERALLY CLASSIFIED EXPENSES (INCLUDING UNSPECIFIED -DIRECT, -INDIRECT, -ADMINISTRATIVE, - AND GENERAL ALLOCATIONS)	780,543	13,146	793,689	74.5%	B 397,507	13,294	410,801	57.2%
CONNECTICUT SALES TAX	52,456	-	52,456	4.9%	45,382	-	45,382	6.3%
	<u>\$ 993,687</u>	<u>\$ 71,276</u>	<u>\$ 1,064,963</u>	<u>100.0%</u>	<u>\$ 649,497</u>	<u>\$ 68,212</u>	<u>\$ 717,709</u>	<u>100.0%</u>
NET PROFIT (LOSS)	<u>\$ (93,796)</u>	<u>\$ (71,276)</u>	<u>\$ (165,072)</u>		<u>\$ 229,391</u>	<u>\$ (68,212)</u>	<u>\$ 161,179</u>	
LOCAL GOVERNMENT'S RAILROAD FUND								
ACCUMULATED SURPLUS	\$ 389,273				\$ 618,664			
LESS- LOCAL GOVERNMENT'S SHARE	(194,637)				(309,332)			
NET AVAILABLE RAILROAD FUND SURPLUS	<u>\$ 194,637</u>				<u>\$ 309,332</u>			
STATE'S AVAILABLE SHARE @ 50%	<u>\$ 97,318</u>				<u>\$ 154,666</u>			

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